

**January 30, 2012**

**The Board of Commissioners held its regular meeting of January 30, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Public Comment/Resident Concerns**
- 4. Approval of Minutes of Previous Meeting of November 21,2011**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. Policies – Resolution**
  - Amendment to Time Clock Policy**
  - Amendment to Public Housing Admissions and Occupancy Policy**
    - a. Bed Bug Policy**
    - b. Move In-Out Policy Amendment**
- 8. Resolution – Public Housing Write-Off's**
- 9. Discussion and Possible Approval of Changes to By-Law's**
- 10. VFW/Affordable Housing – Discussion.**
- 11. Executive Session: A portion of this meeting may be held in**

**Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**

**Personnel issues and potential litigation**

**12. Any new business to come before the Board**

**13. Adjournment**

**The meeting was called to order at 5:30pm by Chairman, Julio Castillo.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

<b>Present</b>	<b>Absent</b>
<b>Alice Bociek, Commissioner</b>	
<b>Julio Castillo, Chairman</b>	
<b>Gladys Burns, Vice Chairperson</b>	
<b>Neil Flynn, Commissioner</b>	
<b>Ray Marcaccio, Attorney</b>	
<b>Tina Sullivan, Executive Director</b>	
<b>Paula Llera-Delgado, Administrative Assistant</b>	

**Others in attendance**

**Sharon King, Director of Housing**

## **Julie Solan, Leasing & Occupancy Specialist**

### **Public Comment/Resident Concerns**

**Chairman Castillo welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Castillo asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Castillo moved to the next topic on the agenda.**

### **Approval of Minutes: (11/21/2011)**

**Chairman Castillo asked if there were any questions or concerns regarding the minutes of:**

**11/21/2011**

**There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the minutes as written. This motion was seconded by Commissioner Flynn and carried by all present.**

### **Executive Summary**

**Executive Director Sullivan stated that The Ross Grant is in the process of being closed out, and the appropriate documentation will be set to HUD. The Public Housing Assessment System (PHAS), still has no scoring as of yet, will continue to keep the Board updated.**

**Rabbi Trust – The yearly payment will be processed for the Rabbi Trust for the Authorities former employee. Payment will be processed by 1/31/12.**

**RI Housing remains in process of replacing the widows at Forand Manor. They are currently on the 7th floor, completing 3-4 apartments a day. The deadline to have this project completed is the end of March. RI Housing has applied for an extension in the case of inclement weather. Executive Director Sullivan is waiting to hear on that extension if it has or hasn't been approved.**

**The Authority has completed the paperwork for RFP (Sealcoating and Water Proofing) for the Wilfrid Manor Building. It will be advertised this upcoming week.**

**The Authority continues to aggressively treat bed bugs. There are no new reports of bed bugs since November**

**Non Smoking policy is in full effect, and for the most part residents are cooperating. Some services have been provided for the residents**

to stop smoking. Resident Service Coordinator Aimee Tortolano remains focused on obtaining resources for the residents.

Rhode Island Lead Paint Laws require Section 8 properties to be certified every 2 years. Section 8 Manager, Viana Decastro, and Section 8 Leasing & Occupancy Specialist Julie Solan will be attending a seminar regarding the updated laws, and violations.

Executive Director Sullivan advised the Board that two employees have been promoted within the Housing Authority. Sue Levassuer as the new Housing Manager, and Maria Dumont as the new PH Clerk at Wilfrid Manor and an employment ad has been placed for the open position of the Receptionist.

Chairman Castillo asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to accept the Executive Summary report. Seconded by Vice Chairperson Burns and passed by all.

## **Consent Agenda**

Executive Director, Sullivan mentioned to the board that she would like to see more activities available for the residents. The Resident Service Coordinator is outreaching to local organizations.

**The Executive Director has met with the Fee Accountant and there are no concerns that need to come before the Board.**

**Executive Director, Sullivan made the Board aware that the Housing Authority received high performance from HUD pertaining to the Section 8 Department.**

**Chairman Castillo asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to accept the consent agenda. Seconded by Commissioner Flynn and passed by all.**

### **Policies – Resolutions**

**Executive Director Sullivan, along with Attorney Marcaccio explained the proposed revisions to the time clock policy adding a 7 minute rule for all employees. After some review of the proposal, Chairman Castillo asked if there were any comments or concerns regarding the time clock policy.**

### **Amendment to Time Clock Policy: Resolution # 1013**

**The following Resolution was introduced by Tina Sullivan, Executive**

**Director, and read in full and considered. After much discussion regarding the Amendment to the Time Clock Policy, Chairman Castillo, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Flynn. Upon roll call the "Ayes" and "Nays" were as follows:**

**Amendment to Public Housing Admission and Occupancy Policy:**

**Executive Director Sullivan provided a draft of the Bed Bug Policy, and also a draft of an amendment to the Move-In Policy. Both A & B items on the agenda were tabled, and will be moved to a future meeting.**

**Chairman Castillo asked for a motion to be made to table both A and B on the Agenda. A motion was made by Commissioner Neil to table both A& B under the PH Admission and Occupancy Policy. The motion was seconded by Vice Chairperson Burns.**

**Resolution – Public Housing Write – Offs: Resolution # 1014**

**The following Resolution was introduced by Tina Sullivan, Executive**

**Director, and read in full and considered.**

**After much discussion regarding the Public Housing Write – Offs with a dollar amount of \$1,156.00 (one thousand, one hundred and fifty six dollars), Commissioner Flynn, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson Burns. Upon roll call the "Ayes" and "Nays" were as follows:**

### **Discussion and Possible Approval of Changes to the By – Law's**

**Executive Director Sullivan and Attorney Raymond Marcaccio have been in the process of updating the current by-laws for The CFHA, due to the significant age, and when it was last updated. The topics under revision are as follows:**

**Article I regarding the authority section 3**

**Article II regarding the Commissioners Section 1 – 4**

**Article III regarding the meetings**

**Chairman Castillo suggested that the Board review the proposed By-Law changes prior to an approval. Executive Director Sullivan stated that she would add the By-Laws to the next month's agenda for a possible approval.**



## **VFW Property – Discussion of funding/Affordable Housing**

**Executive Director Sullivan provided the board with an update on the progress regarding her meeting with and Angelo from Segway, and Alberto DeBurgo about the development of the VFW. Executive Director Sullivan's goal is to develop the charter school as well as providing social services to Authority clients.**

## **Executive Session**

**Chairman Castillo requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:00pm. A motion was made by Vice Chairperson Burns and second by Commissioner Flynn.**

**A motion was made by Commissioner Flynn to come out of Executive Session at 6:05pm and that the minutes of Executive Session remain closed and sealed. This motion was seconded by Vice Chairperson Burns and passed by all present.**

**Chairman Castillo requested permission to enter into regular session at 6:06pm.**

**Chairman Castillo asked if there were any new or old business to come before the board. Vice Chairperson Burns brought a couple of concerns in front of the board, one being the Community Room being cold for the residents at night, and secondly employees parking in the front of the building on the annex side in the visitor parking. Executive Director Sullivan stated that she would address those issues with the staff. Chairman Castillo asked if there were any addition comments or concerns.**

**There being no further business to come before the board, a motion was made by Vice Chairperson Burns and seconded by Commissioner Flynn to adjourn the meeting at 6:10 pm. The motion was carried by all.**